

Employee Post-Travel Disclosure of Travel Expenses

Date/Time Stamp:

SECRETARY OF THE SENATE

17 APR 27 PM 2:40

Post-Travel Filing Instructions: Complete this form within 30 days of returning from travel. Submit all forms to the Office of Public Records in 232 Hart Building.

In compliance with Rule 35.2(a) and (c), I make the following disclosures with respect to travel expenses that have been or will be reimbursed/paid for me. I also certify that I have attached:

- ☒ The **original** Employee Pre-Travel Authorization (Form RE-1), **AND**
☒ A **copy** of the Private Sponsor Travel Certification Form with all attachments (itinerary, invitee list, etc.)

Stanford University's Hoover Institution

Private Sponsor(s) (list all):

Travel date(s): 4/18/2017-4/20/17

Name of accompanying family member (if any): NA

Relationship to Traveler: ☐ Spouse ☐ Child

IF THE COST OF LODGING DID NOT INCREASE DUE TO THE ACCOMPANYING SPOUSE OR DEPENDENT CHILD, ONLY INCLUDE LODGING COSTS IN EMPLOYEE EXPENSES. (Attach additional pages if necessary.)

Expenses for Employee:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input type="checkbox"/> Good Faith Estimate	\$484.85 round trip airfare	\$300.00	\$149.00	NA
<input checked="" type="checkbox"/> Actual Amount	\$59.47 ground transportation			

Expenses for Accompanying Spouse or Dependent Child (if applicable):

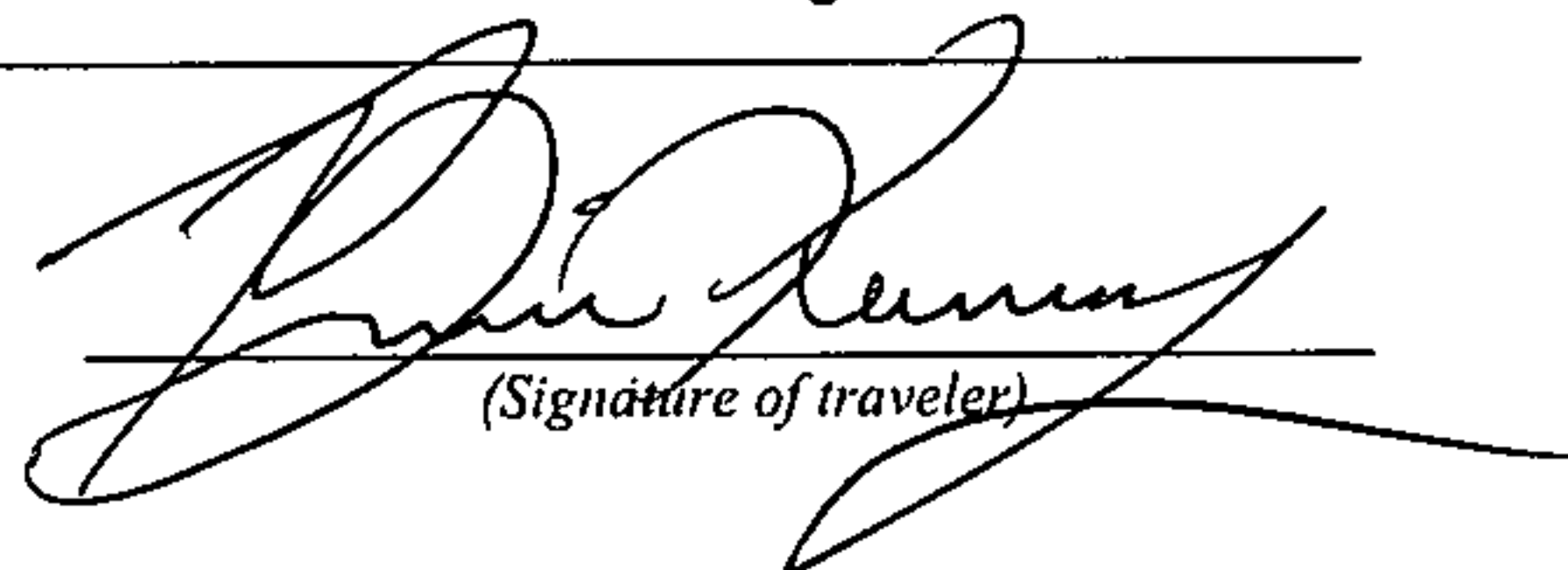
	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input type="checkbox"/> Good Faith Estimate	NA	NA	NA	NA
<input type="checkbox"/> Actual Amount				

Provide a description of all meetings and events attended. See Senate Rule 35.2(c)(6). (Attach additional pages if necessary.): Attended a series of lectures on different policies areas over three days that directly impact my ability to

advise Senator Flake on policy matters as a Military Legislative Assistant in his office. Agenda attached

4/27/17
(Date)

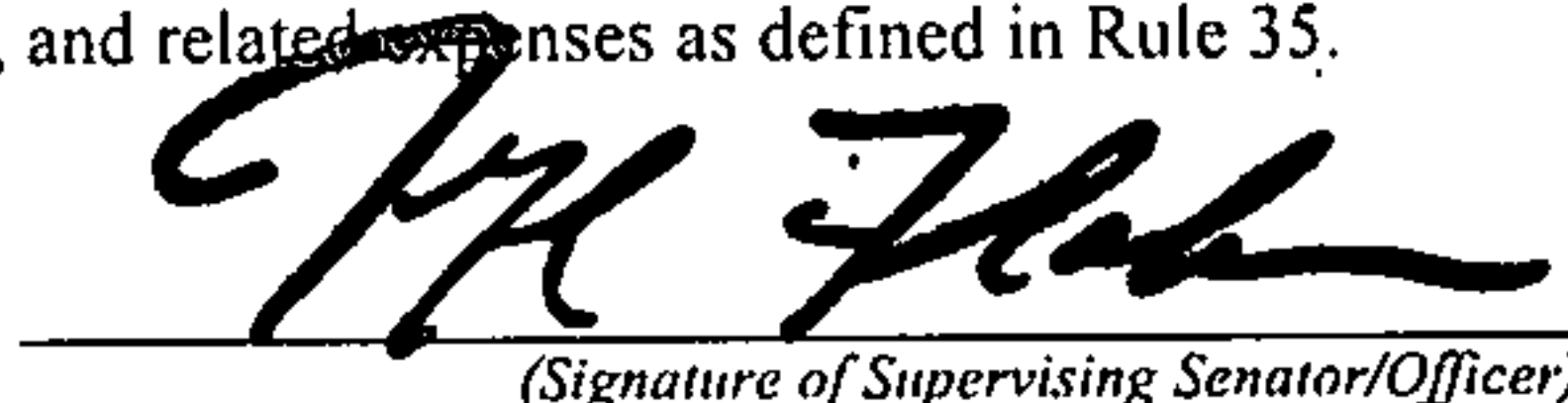
Brian Kennedy
(Printed name of traveler)


(Signature of traveler)

TO BE COMPLETED BY SUPERVISING MEMBER/OFFICER:

I have made a determination that the expenses set out above in connections with travel described in the Employee Pre-Travel Authorization form, are necessary transportation, lodging, and related expenses as defined in Rule 35.

04/27/17
(Date)


(Signature of Supervising Senator/Officer)

Date/Time Stamp:

EMPLOYEE PRE-TRAVEL AUTHORIZATION

Pre-Travel Filing Instructions: Complete and submit this form at least 30 days prior to the travel departure date to the **Select Committee on Ethics in SH-220**. Incomplete and late travel submissions will not be considered or approved. This form must be typed and is available as a fillable PDF on the Committee's website at ethics.senate.gov. Retain a copy of your entire pre-travel submission for your required post-travel disclosure.

Name of Traveler: Brian Patrick Kennedy

Employing Office/Committee: Senator Jeff Flake (AZ)

Private Sponsor(s) (list all): Stanford University's Hoover Institution

Travel date(s): 4/18/2017-4/20/2017

Note: If you plan to extend the trip for any reason you must notify the Committee.

Destination(s): Stanford University, Palo Alto, CA

Explain how this trip is specifically connected to the traveler's official or representational duties:

This trip will serve to inform me and help me to gain public policy insights on national security issues, climate change issues, regulatory issues, among other issues that I directly advise Senator Flake on as his Military Legislative Assistant.

Name of accompanying family member (if any): N/A

Relationship to Employee: ☐ Spouse ☐ Child

I certify that the information contained in this form is true, complete and correct to the best of my knowledge:

3/8/17
(Date)

Brian Kennedy
(Signature of Employee)

TO BE COMPLETED BY SUPERVISING SENATOR/OFFICER (President of the Senate, Secretary of the Senate, Sergeant at Arms, Secretary for the Majority, Secretary for the Minority, and Chaplain):

I, Senator Jeff Flake hereby authorize Brian Kennedy
(Print Senator's/Officer's Name) (Print Traveler's Name)

an employee under my direct supervision, to accept payment or reimbursement for necessary transportation, lodging, and related expenses for travel to the event described above. I have determined that this travel is in connection with his or her duties as a Senate employee or an officeholder, and will not create the appearance that he or she is using public office for private gain.

I have also determined that the attendance of the employee's spouse or child is appropriate to assist in the representation of the Senate. (signify "yes" by checking box) ☐

3/8/17
(Date)

Jeff Flake
(Signature of Supervising Senator/Officer)

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**HOOVER
INSTITUTION**

**Stanford
University**

**Hoover Institution
Stuart Family Congressional Fellowship Program**

*April 18-20, 2017
Hoover Institution at Stanford University
Palo Alto, California*

Tuesday, April 18, 2017

8:30: Depart DCA on United Airlines Flight 2042

11:35 AM: Arrive SFO, shuttle to Stanford campus

Location: Lou Henry Hoover Building, 580 Serra Mall, Stanford, CA 94305

1:00 – 1:30 PM: Welcome by Hoover Director Tom Gilligan and lunch

Location: Annenberg Conference Room

1:30 – 2:30 PM: Michael McFaul on "Russia's New Confrontation with the West"

Location: Annenberg Conference Room

2:45 – 4:15 PM: Presentation of Hoover Archives and tour of Hoover Tower

Location: Hoover Tower, Tower 110 classroom

4:15 – 5:15 PM: George Shultz on Climate Change

Location: Annenberg Conference Room

5:15 – 6:00 PM: Break

6:00 – 9:00 PM: Dinner and keynote remarks by Condoleezza Rice

Location: Hatfield Courtyard

Wednesday, April 19, 2017

Location: Annenberg Conference Room

8:30 – 9:00 AM: Continental Breakfast

9:00 – 10:20 AM: Ed Lazear on "Economic Policy for Growth, Employment and Higher Wages"

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3:50 PM: Depart SFO on United Airlines Flight 517

11:55 PM: Arrive IAD

Contact during trip:

Laura Huggard

774-452-2505 (Cell)

lhuggard@stanford.edu

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EMPLOYEE PRE-TRAVEL AUTHORIZATION

Date/Time Stamp:

Pre-Travel Filing Instructions: Complete and submit this form at least 30 days prior to the travel departure date to the **Select Committee on Ethics in SH-220**. Incomplete and late travel submissions will not be considered or approved. This form must be typed and is available as a fillable PDF on the Committee's website at ethics.senate.gov. Retain a copy of your entire pre-travel submission for your required post-travel disclosure.

Name of Traveler: Brian Patrick Kennedy

Employing Office/Committee: Senator Jeff Flake (AZ)

Private Sponsor(s) (list all): Stanford University's Hoover Institution

Travel date(s): 4/18/2017-4/20/2017

Note: If you plan to extend the trip for any reason you must notify the Committee.

Destination(s): Stanford University, Palo Alto, CA

Explain how this trip is specifically connected to the traveler's official or representational duties:

This trip will serve to inform me and help me to gain public policy insights on national security issues, climate change issues, regulatory issues, among other issues that I directly advise Senator Flake on as his Military Legislative Assistant.

Name of accompanying family member (if any): N/A

Relationship to Employee: ☐ Spouse ☐ Child

I certify that the information contained in this form is true, complete and correct to the best of my knowledge:

3/8/17
(Date)

Brian Kennedy
(Signature of Employee)

TO BE COMPLETED BY SUPERVISING SENATOR/OFFICER (President of the Senate, Secretary of the Senate, Sergeant at Arms, Secretary for the Majority, Secretary for the Minority, and Chaplain):

I, Senator Jeff Flake hereby authorize Brian Kennedy
(Print Senator's/Officer's Name) (Print Traveler's Name)

an employee under my direct supervision, to accept payment or reimbursement for necessary transportation, lodging, and related expenses for travel to the event described above. I have determined that this travel is in connection with his or her duties as a Senate employee or an officeholder, and will not create the appearance that he or she is using public office for private gain.

I have also determined that the attendance of the employee's spouse or child is appropriate to assist in the representation of the Senate. (signify "yes" by checking box) ☐

3/8/17
(Date)

Jeff Flake
(Signature of Supervising Senator/Officer)

EMPLOYEE PRE-TRAVEL AUTHORIZATION

Date/Time Stamp:

3/9/17

Pre-Travel Filing Instructions: Complete and submit this form at least 30 days prior to the travel departure date to the **Select Committee on Ethics in SH-220**. Incomplete and late travel submissions will not be considered or approved. This form must be typed and is available as a fillable PDF on the Committee's website at ethics.senate.gov. Retain a copy of your entire pre-travel submission for your required post-travel disclosure.

Brian Patrick Kennedy

Name of Traveler: _____

Employing Office/Committee: Senator Jeff Flake (AZ)

Private Sponsor(s) (list all): Stanford University's Hoover Institution

Travel date(s): 4/18/2017 - 4/20/2017

Note: If you plan to extend the trip for any reason you must notify the Committee.

Destination(s): Stanford University, Palo Alto, CA

Explain how this trip is specifically connected to the traveler's official or representational duties:

This trip will serve to inform me and help me to gain public policy insights on national security issues, climate change issues, regulatory issues, among other issues that I directly advise Senator Flake on.

Name of accompanying family member (if any): N/A

Relationship to Employee: ☐ Spouse ☐ Child

I certify that the information contained in this form is true, complete and correct to the best of my knowledge:

(Date)

(Signature of Employee)

TO BE COMPLETED BY SUPERVISING SENATOR/OFFICER (President of the Senate, Secretary of the Senate, Sergeant at Arms, Secretary for the Majority, Secretary for the Minority, and Chaplain):

Senator Jeff Flake

Brian Kennedy

I, _____ hereby authorize _____
(Print Senator's/Officer's Name) (Print Traveler's Name)

an employee under my direct supervision, to accept payment or reimbursement for necessary transportation, lodging, and related expenses for travel to the event described above. I have determined that this travel is in connection with his or her duties as a Senate employee or an officeholder, and will not create the appearance that he or she is using public office for private gain.

I have also determined that the attendance of the employee's spouse or child is appropriate to assist in the representation of the Senate. (signify "yes" by checking box) ☐

(Date)

(Signature of Supervising Senator/Officer)

Date/Time Stamp:

EMPLOYEE PRE-TRAVEL AUTHORIZATION

Pre-Travel Filing Instructions: Complete and submit this form at least 30 days prior to the travel departure date to the Select Committee on Ethics in SH-220. Incomplete and late travel submissions will not be considered or approved. This form must be typed and is available as a fillable PDF on the Committee's website at ethics.senate.gov. Retain a copy of your entire pre-travel submission for your required post-travel disclosure.

Name of Traveler: Brian Patrick Kennedy
Employing Office/Committee: Senator Jeff Flake (AZ)
Private Sponsor(s) (list all): Stanford University's Hoover Institution
Travel date(s): 4/18/2017 - 4/20/2017

Note: If you plan to extend the trip for any reason you must notify the Committee.

Destination(s): Stanford University, Palo Alto, CA

Explain how this trip is specifically connected to the traveler's official or representational duties:

This trip will serve to inform me and gain public policy insights on national security issues, climate change issues, regulatory issues, and other issues that I ~~can~~ directly advise Senator Flake on.

Name of accompanying family member (if any): N/A
Relationship to Employee: ☐ Spouse ☐ Child

I certify that the information contained in this form is true, complete and correct to the best of my knowledge:

(Date)

(Signature of Employee)

TO BE COMPLETED BY SUPERVISING SENATOR/OFFICER (President of the Senate, Secretary of the Senate, Sergeant at Arms, Secretary for the Majority, Secretary for the Minority, and Chaplain):

I, Sen. Jeff Flake hereby authorize Brian Kennedy
(Print Senator's/Officer's Name) (Print Traveler's Name)

an employee under my direct supervision, to accept payment or reimbursement for necessary transportation, lodging, and related expenses for travel to the event described above. I have determined that this travel is in connection with his or her duties as a Senate employee or an officeholder, and will not create the appearance that he or she is using public office for private gain.

I have also determined that the attendance of the employee's spouse or child is appropriate to assist in the representation of the Senate. (signify "yes" by checking box) ☐

3/9/17

(Date)

[Signature]
(Signature of Supervising Senator/Officer)

PRIVATE SPONSOR TRAVEL CERTIFICATION FORM

This form must be completed by any private entity offering to provide travel or reimbursement for travel to Senate Members, officers, or employees (Senate Rule 35, clause 2). Each sponsor of a fact-finding trip must sign the completed form. The trip sponsor(s) must provide a copy of the completed form to each invited Senate traveler, who will then forward it to the Ethics Committee with any other required materials. The trip sponsor(s) should **NOT** submit the form directly to the Ethics Committee. Please consult the accompanying instructions for more detailed definitions and other key information.

The Senate Member, officer, or employee **MUST** also provide a copy of this form, along with the appropriate travel authorization and reimbursement form, to the Office of Public Records (OPR), Room 232 of the Hart Building, within thirty (30) days after the travel is completed.

1. Sponsor(s) of the trip (please list all sponsors): Stanford University's Hoover Institution
2. Description of the trip: An intensive program for congressional staff which consists of two days of seminars, along with two evening symposiums where Hoover scholars will discuss a variety of topics.
3. Dates of travel: 04/18/2017 - 04/20/2017
4. Place of travel: Stanford University, Palo Alto, CA
5. Name and title of Senate invitees: See attached list
6. I *certify* that the trip fits one of the following categories:
 - ☒ (A) The sponsor(s) are not registered lobbyists or agents of a foreign principal and do not retain or employ registered lobbyists or agents of a foreign principal and no lobbyist or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.
 - OR -
 - ☐ (B) The sponsor or sponsors are not registered lobbyists or agents of a foreign principal, but retain or employ one or more registered lobbyists or agents of a foreign principal and the trip meets the requirements of Senate Rule 35.2(a)(2)(A)(i) or (ii) (*see question 9*).
7. ☒ I *certify* that the trip will not be financed in any part by a registered lobbyist or agent of a foreign principal.
 - AND -
 - ☒ I *certify* that the sponsor or sponsors will not accept funds or in-kind contributions earmarked directly or indirectly for the purpose of financing this specific trip from a registered lobbyist or agent of a foreign principal or from a private entity that retains or employs one or more registered lobbyists or agents of a foreign principal.
8. I *certify* that:
 - ☒ The trip will not in any part be planned, organized, requested, or arranged by a registered lobbyist or agent of a foreign principal except for *de minimis* lobbyist involvement.
 - AND -
 - ☒ The traveler will not be accompanied on the trip by a registered lobbyist or agent of a foreign principal except as provided for by Committee regulations relating to lobbyist accompaniment (*see question 9*).

9. **USE ONLY IF YOU CHECKED QUESTION 6(B)**

I *certify* that if the sponsor or sponsors retain or employ one or more registered lobbyists or agents of a foreign principal, one of the following scenarios applies:

☐ (A) The trip is for attendance or participation in a one-day event (exclusive of travel time and one overnight stay) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip.

– OR –

☐ (B) The trip is for attendance or participation in a one-day event (exclusive of travel time and two overnight stays) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip (*see questions 6 and 10*).

– OR –

☐ (C) The trip is being sponsored only by an organization or organizations designated under § 501(c)(3) of the Internal Revenue Code of 1986 and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.

10. **USE ONLY IF YOU CHECKED QUESTION 9(B)**

If the trip includes two overnight stays, please explain why the second night is practically required for Senate invitees to participate in the travel:

11. ☒ An itinerary for the trip is attached to this form. I *certify* that the attached itinerary is a detailed (hour-by-hour), complete, and final itinerary for the trip.

12. Briefly describe the role of each sponsor in organizing and conducting the trip:

Stanford University's Hoover Institution solely planned all aspects of the trip, including topics to be

discussed, travel/accommodation logistics, and required paperwork. Hoover employees will also be

responsible for traveling with congressional staff and managing logistics for the duration of the trip.

13. Briefly describe the stated mission of each sponsor and how the purpose of the trip relates to that mission:

The Hoover Institution is a research institution that seeks to improve the human condition by advancing

ideas that promote economic opportunity and prosperity while securing and safeguarding the peace

through its world renowned scholars, library, and archives, as well as by engaging Congress and its staff.

14. Briefly describe each sponsor's prior history of sponsoring congressional trips:

This is the second sponsored trip for congressional staff organized by the Hoover Institution. The first was

in August 2016, and had a similar format and similar content as this trip.

15. Briefly describe the educational activities performed by each sponsor (other than sponsoring congressional trips):

Stanford University's Hoover Institution regularly sponsors policy panels and roundtables for think tank scholars, journalists, congressional staff, Executive branch officials, academics, and members of the general public.

16. Total Expenses for Each Participant:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses
<input checked="" type="checkbox"/> Good Faith estimate <input type="checkbox"/> Actual Amounts	\$500 roundtrip airfare; \$200 ground transportation	\$300 total (\$150/night)	\$160 total (\$64/day)	N/A

17. State whether a) the trip involves an event that is arranged or organized *without regard* to congressional participation or b) the trip involves an event that is arranged or organized *specifically with regard* to congressional participation:

The trip is arranged/organized specifically for congressional participation. Seminar students are all congressional employees. However, non-congressional employees will teach and speak at the seminar.

18. Reason for selecting the location of the event or trip

In order to have a significant number of Hoover senior fellows participate in the event, we are hosting at the Hoover Institution's headquarters on the Stanford University campus.

19. Name and location of hotel or other lodging facility:

Schwab Residential Center, 680 Serra St., Stanford, CA 94305

20. Reason(s) for selecting hotel or other lodging facility:

Schwab Residential Center is owned and operated by Stanford. It is in close proximity to the events that comprise the program.

21. Describe how the daily expenses for lodging, meals, and other expenses provided to trip participants compares to the maximum per diem rates for official Federal Government travel:
- Our daily expenses are on par with the official Federal Government travel per diem rates. The per diem rate for lodging surrounding Stanford University is \$206 per night, whereas our chosen lodging is priced lower. Our meal expenses are being planned to comply with the \$64 government per diem.
22. Describe the type and class of transportation being provided. Indicate whether coach, business-class or first class transportation will be provided. If first-class fare is being provided, please explain why first-class travel is necessary:
- Stanford University's Hoover Institution will provide coach-class round-trip airfare and ground transportation to Stanford University from Washington, DC.
23. ☒ I represent that the travel expenses that will be paid for or reimbursed to Senate invitees do not include expenditures for recreational activities, alcohol, or entertainment (other than entertainment provided to all attendees as an integral part of the event, as permissible under Senate Rule 35).
24. List any entertainment that will be provided to, paid for, or reimbursed to Senate invitees and explain why the entertainment is an integral part of the event:
- None
25. I hereby *certify* that the information contained herein is true, complete and correct. (You must include the completed signature block below for each travel sponsor.):
- Signature of Travel Sponsor: Michael G. Franc
- Name and Title: Michael G. Franc, Director of Washington, DC Programs
- Name of Organization: Hoover Institution
- Address: 1399 New York Ave NW, Suite 500, Washington, DC 20005
- Telephone Number: (202) 760-3200
- Fax Number: (202) 760-3191
- E-mail Address: mfranc@stanford.edu

**Hoover Institution Stuart Family Congressional Fellowship Program
Senate Attendee List**

Ryan Berger, Deputy Chief of Staff and Legislative Director, Senator Joni Ernst

Carter Burwell, Deputy Chief Counsel, Senate Judiciary Committee

Chris Hixon, Staff Director, Senate Homeland Security and Governmental Affairs Committee

Brian Kennedy, Military Legislative Assistant, Senator Jeff Flake

**Elizabeth McWhorter, Professional Staff Member, Senate Homeland Security and
Governmental Affairs Committee**

Amanda Neely, Deputy Chief Counsel, Senate Permanent Subcommittee on Investigations

Graham Steele, Minority Chief Counsel, Senate Banking Committee

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**Hoover Institution
Stuart Family Congressional Fellowship Program**

*April 18-20, 2017
Hoover Institution at Stanford University
Palo Alto, California*

8:30 AM: Depart DCA on United Airlines Flight 2042

11:35 AM: Arrive SFO, shuttle to Stanford campus

1:00 – 1:30 PM: Welcome by Hoover Director Tom Gilligan and lunch

1:30 – 2:30 PM: Former Ambassador Michael McFaul on Russia's New Confrontation with the West

2:45 – 4:15 PM: Presentation of Hoover Archives and tour of Hoover Tower
Note: This tour will show attendees the vast collection of archival materials that the Hoover Institution possesses, which they can access for policy research purposes.

4:15 – 5:15 PM: Former Secretary of State George Shultz on Climate Change

5:15 – 6:00 PM: Break

6:00 – 9:00 PM: Dinner and keynote remarks by former Secretary of State Condoleezza Rice on Foreign Policy

8:30 – 9:00 AM: Continental Breakfast

9:00 – 10:20 AM: Ed Lazear on the Economy

10:20 – 11:15 AM: Michael Boskin on an Agenda for Pro-Growth Tax and Regulatory Reform

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On behalf of the Hoover Institution Stuart Family Congressi... - Laura Huggard

Laura Huggard

Fri 2/24/2017 9:32 AM

to:bkennedy08@cmc.edu <bkennedy08@cmc.edu>;

Dear Mr. Kennedy,

We are pleased to inform you that you have been selected to attend the Hoover Institution's Stuart Family Congressional Fellowship Program, which will take place on the Stanford University campus in Palo Alto from April 18-20, 2017.

Your submission was exceptional among the many that we received, and we hope you are still able to join us for the trip. Please let me know by if you'd like to accept our offer of admission by Wednesday, March 1st, at which point I'll follow up with the appropriate ethics forms and deadlines, along with travel and lodging information.

Again, thank you for your interest in the program and we hope you'll be able to join us.

Best regards,

Laura Huggard
Administrative Associate
Hoover Institution | Stanford University
(202) 760-3189 | lhuggard@stanford.edu

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